

## MEETING #1 - January 2

At an Organizational Meeting of the Madison County Board of Supervisors on January 2, 2019 at 9:00 a.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Member  
Jonathon Weakley, Member  
Kevin McGhee, Member  
Charlotte Hoffman, Member  
Amber Foster, Member  
Sean Gregg, County Attorney  
Jack Hobbs, County Administrator  
Jacqueline S. Frye, Deputy Clerk

### **1. Call to Order/Determine Presence of a Quorum**

Sean Gregg, County Attorney, called the 2019 Organizational meeting to order. A quorum was noted as being present.

### **2. Pledge of Allegiance & Moment of Silence**

### **3. Description of Meeting & Election Procedures**

The Parliamentarian explained the meeting format to elect a Chairman of the Madison County Board of Supervisors. Once, elected, the Chairman this individual will complete the remaining agenda items for today's organizational meeting as noted. The vote will be done verbally.

### **4. Election of the Chairman**

The Parliamentarian opened the floor for nominations for the office of Chairman of the Madison County Board of Supervisors.

Supervisor Hoffman moved that R. Clay Jackson be nominated as the Chairman of the Madison County Board of Supervisors, seconded by Supervisor Foster.

With no further nominations being brought forth, the floor was closed for nomination of a Chairman by motion of Supervisor Weakley, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

Vote on the nomination to elect R. Clay Jackson as Chairman of the Board of Supervisors: *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

### **5. Election of Vice-Chairman**

Chairman Jackson proceeded to open the floor for nominations for the Vice-Chairman of the Madison County Board of Supervisors.

Supervisor Weakley moved that Amber Foster be nominated as the Vice-Chair of the Madison County Board of Supervisors, seconded by Supervisor McGhee.

With no further nominations being brought forth, the floor was closed for the nomination of a Vice-Chair by motion of Supervisor Weakley, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

Vote on the nomination to elect Amber Foster as the Vice-Chair of the Madison County Board of Supervisors: *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

Chairman Jackson thanked Supervisor Weakley for serving as the Vice-Chairman of the Madison Board of Supervisors for the past several years.

#### **6. Adoption of an Agenda:**

Chairman Jackson called for additions and/or adoption of today's Agenda.

Supervisor Foster moved that the Agenda be adopted as presented, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

#### **7. Consideration of an Organizational Resolution for Calendar Year 2019**

Discussions on a proposed organizational resolution focused on changes to County policies. The County Administrator noted that changes to the Bylaws pertain to agenda preparation and minutes and proposed that the recently adopted surplus asset policy be combined with the former Purchasing Procedures Policy. A revised policy on credit card use adopted in 2004 was proposed.

Supervisor Weakley moved that the Board adopt Resolution #2019-1 [To Adopt & Effect an Organizational Plan for the Madison County Board of Supervisors for the January 1, 2019 - December 31, 2019 Calendar Year] as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).* The text of the resolution is as follows:

**A RESOLUTION TO ADOPT AND EFFECT AN ORGANIZATIONAL PLAN FOR THE  
MADISON COUNTY BOARD OF SUPERVISORS FOR THE JANUARY 1, 2019 – DECEMBER 31,  
2019 CALENDAR YEAR  
Resolution #2019-1**

**WHEREAS**, various provisions of Code of Virginia and Madison County ordinances and policies as well as tradition indicate that the Madison County Board of Supervisors should take certain actions following and election and/or during its first meeting every calendar year,

**NOW, THEREFORE, BE IT RESOLVED** by the Madison County Board of Supervisors that the following organizational plan shall apply for the January 1, 2019 – December 31, 2019 calendar year:

**I. Bylaws**

The Madison County Board of Supervisors Bylaws and Rules of Procedure for 2019 are hereby adopted by reference.

**II. Code of Ethics**

The Madison County Board of Supervisors Code of Ethics for 2019 is hereby adopted by reference.

**III. Freedom of Information Act Policy**

The document titled The Rights of Requesters and the Responsibilities of Madison County Under the Virginia Freedom of Information Act approved on January 3, 2018 is hereby affirmed as the Madison County Freedom of Information Act policy.

**IV. Personnel Policy**

The Madison County, Virginia Personnel Policy adopted on June 9, 2009 and last amended on August 28, 2018, is hereby affirmed.

**V. Purchasing and Surplus Asset Policy**

The Purchasing Procedures adopted on December 11, 2007 with the addition of the Surplus Asset Policy adopted on September 25, 2018 are hereby affirmed as the Purchasing and Surplus Asset Policy.

**VI. Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences**

The “guidelines on the use of local funds” adopted on January 13, 2004 is hereby repealed. A policy titled “A Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences” is hereby adopted by reference.

**BE IT FURTHER RESOLVED** that it is the intent of the Madison County Board of Supervisors that each of the elements above is to be in effect until replaced, amended or repealed.

**8. Appointments**

Chairman Jackson advised of the applicant interviews to be held on January 8, 2019.

The County Administrator referred to there being no charter found for various appointed committees/boards.

***i. County Committees***

Board of Equalization

Bill Gentry

John Quinley

Phil Brockman  
 Douglas Fears  
 Kimberly Pumphrey

Board of Zoning Appeals

Rodney Lillard  
 E. J. Aylor, Jr.  
 James M. Lohr  
 Roger L. Clatterbuck  
 Douglas Coppedge

Board of Code Appeals

John Stamp  
 Edward Lee Jenkins  
 Scott Lohr  
 T. Ray Lindsey  
 J. Daniel Crigler  
 Matthew Brian Utz

Community Policy & Management Team

Mary Jane Costello

Electoral Board

Beth Eddins  
 Susanna Spencer  
 Bonita Burr

Industrial Development Authority

Paul D. Utz  
 Stephen R. Hill  
 James C. Graves  
 Steve A. Grayson  
 Dudley M. Pattie  
 Maxwell E. Lacy, Jr.  
 Bill Price

Park & Recreation Authority

R. Clay Jackson  
 Jonathon Weakley

*Pending Interview Scheduled for 1/8/19*

*Pending Interview Scheduled for 1/8/19*

*Pending Interview Scheduled for 1/8/19*

Planning Commission

R. Clay Jackson, Board Rep.

Nancy B. Coppedge

Fay Utz

Charles Michael Fisher

Peter Work

Pete Elliott

*Carlton Yowell (Pending Interview Scheduled for 1/8/19)*

*George K. Beach (Hold for Interview Scheduled for 1/8/19)*

*Garold Stephenson (Hold for Interview Schedule for 1/8/19)*

Social Services Board

Charlotte Hoffman, Board Rep.

Tina Weaver

Joseph Goodall

Jerry J. Butler

Norris John

Topping Fund Committee

R. Clay Jackson, Board Rep.

Jonathon Weakley, Board Rep.

Jack Hobbs

Annette Dodson

Greg Cave

Tourism Committee

Tracey Williams Gardner

Amber Foster, Board Rep.

*Pending Interview & Discussion on 1/8/19*

*Pending Interview & Discussion on 1/8/19*

*Pending Interview & Discussion on 1/8/19*

Supervisor Weakley moved that the Board approve the County Committees as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**ii. External Committees:**Blue Ridge Committee

Jonathon Weakley, Board Rep.

Kevin McGhee, Board Rep.

*Pending (Interview Scheduled for 1/8/19)*

*Pending (Interview Scheduled for 1/8/19)*

Central Virginia Economic Development Partnership  
Jack Hobbs

Central Virginia Regional Jail  
Kevin McGhee, Board Rep.  
Erik Weaver

CSA Board  
Charlotte Hoffman, Board Rep.

Germanna Community College  
R. Clay Jackson, Board Rep.

Madison Extension Council  
R. Clay Jackson, Board Rep.

PD9 & PD10 Workforce Act  
Amber Foster, Board Rep.  
*Emily Dyer (Pending Discussion on 1/8/19)*

Rappahannock Juvenile Detention Center  
*Robert Chappell (Pending Discussion on 1/8/19)*  
Charlotte Hoffman, Alternate

Rappahannock River Basin  
Jonathon Weakley, Board Rep.

Rappahannock Rapidan Community Services  
Amber Foster, Board Rep.

Rappahannock Rapidan Regional Commission  
Charlotte Hoffman, Board Rep.  
Jack Hobbs

Regional Preparedness Advisory Committee for Interoperability  
Brian Gordon

Skyline Community Action Partnership  
Jonathon Weakley, Board Rep.  
Peter Work

Thomas Jefferson Area Criminal Justice (OAR)  
Kevin McGhee, Board Rep.

Clarissa Berry

Thomas Jefferson EMS Council

Kevin McGhee, Board Rep.

Jonathon Weakley, Alternate

School Capital Improvement Plan Committee

Amber Foster, Board Rep.

R. Clay Jackson, Board Rep.

Jack Hobbs

Shenandoah Committee

Tracey Williams Gardner

Jack Hobbs

Supervisor Weakley moved that the Board approve the External Committees as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

***iii. Board Liaison Assignments & Other Appointments***

Director of Emergency Management

R. Clay Jackson, Board Rep.

Deputy Director of Emergency Management

Jack Hobbs

Coordinator of Emergency Management

John Scherer

Deputy Coordinator of Emergency Management

Brian Gordon

Madison County Fire Department Liaison

Amber Foster

Madison Town Council Liaison

R. Clay Jackson

Charlotte Hoffman (1/2)

Amber Foster (1/2)

Madison County School Board Liaison

R. Clay Jackson

Madison Historical Society Liaison

Charlotte Hoffman

Madison County Rescue Squad Liaison

Jonathon Weakley

Madison County Library Board Liaison

Amber Foster

Charlotte Hoffman

Planning Commission Liaison

R. Clay Jackson

Supervisor McGhee moved that the Board approve the Board Liaison & Other Appointments as amended, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

Chairman Jackson questioned if there were any groups that have been omitted that should have a Board representative present.

There was a discussion on the Board should have a (non-voting) liaison to the Tourism Committee.

The County Attorney suggested that the Board consider appointing a liaison (non-voting member) to attend the meetings of the Madison Historical Society (i.e. based on the County being the landlord and sub-lessee).

After discussion, it was the consensus of the Board to add the Madison Historical Society to the list of Committees with Supervisor Hoffman being selected to serve as the Board's liaison.

**9. Approval of Claims**

The County Administrator advised that there are no claims for consideration.

**10. Minutes**

Supervisor Weakley moved that the Board approve Minutes of December 5, 2018 (#42), as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Abstain: McGhee.*

Supervisor McGhee moved that the Board approve Minutes of December 11, 2018 (#43) as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**11. Information and/or Correspondence****a. Statement of Economic Interest Form for 2019**

The Deputy Clerk advised that all Board members will need to complete a Statement of Economic Interest form for 2019. Members were advised to come review their old forms from 2018 if necessary.

**b. FOIA & Conflict of Interest Compliance Training**

The County Attorney offered to lead training sessions on the Freedom of Information Act and the Conflict of Interest Act for the Board, other committee members and the County staff. After discussion, it was the consensus of the Board to request that a list of training criteria be compiled and provided for discussion at a future meeting.



### 12. Public Comment:

Chairman Jackson Opened the floor for public comment. The following individual(s) provided comment(s).

Carl Kerby: Comments pertained to the improvements to the County's website; suggested that all departments upload specific information to the website to allow citizens the ability to find information under 'events/meetings' (by utilizing links).

The County Administrator reported that a new web agenda platform is being implemented. The new system will facilitate the posting of documents in a consistent place for Board and committee members, County staff and the public and agreed that all documentation pertaining to public hearings should be accessible from a centralized location instead of each department posting such material on its assigned section of the County's website.

With no further comments being brought forth, Chairman Jackson closed the public comment opportunity.

### 13. Adjournment:

With no further action being required by the Board, on motion of Supervisor Hoffman, seconded by Supervisor Foster, Chairman Jackson adjourned the meeting. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors

Adopted on: January 8, 2019

Copies: Board of Supervisors, County Attorney, Constitutional Officers

*Adopted Items:*

*Resolution #2019-1 [To Adopt & Effect An Organizational Plan for the Madison County Board of Supervisors for the January 1'2019 - December 31'2019 Calendar Year]*

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**Agenda**  
**Organizational Meeting**  
**Madison County Board of Supervisors**  
**Wednesday, January 2, 2019 at 9:00 a.m.**  
**County Administration Building, Auditorium**  
**414 N. Main Street, Madison, Virginia 22727**

1. Call to Order/ Determine Presence of a Quorum..... Parliamentarian
2. Pledge of Allegiance & Moment of Silence..... Parliamentarian
3. Description of Meeting & Election Procedures.....Parliamentarian
4. Election of the Chairman..... Parliamentarian
5. Election of the Vice-Chairman..... Chairman
6. Adoption of an Agenda..... Chairman
7. Consideration of an Organizational Resolution for Calendar Year 2019..... Chairman
  - i. Bylaws
  - ii. Code of Ethics
  - iii. Freedom of Information Act Policy
  - iv. Personnel Policy
  - v. Purchasing and Surplus Asset Policy
  - vi. Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences
8. Appointment of Committee Members ..... Chairman
  - i. County Committees
  - ii. External Committees
  - iii. Board Liaison and Other Appointments
9. Approval of Claims (as necessary) .....County Administrator Hobbs
10. Minutes (December 5th & December 11th, 2018 Minutes .....Deputy Clerk
11. Information and/or Correspondence..... Deputy Clerk
  - a. *Statement of Economic Interest Forms (2019)*
  - b. *FOIA & Conflict of Interest Compliance Training*
12. Public Comment
13. Adjournment

\*AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT \*